



**UNITED STATES
DEPARTMENT OF
AGRICULTURE**

**RURAL
DEVELOPMENT**

**101 SOUTH MAIN STREET
SUITE 102, FEDERAL BUILDING
TEMPLE, TEXAS 76501**

**Voice: (254) 742-9720
Fax: (254) 742-9709
TDD: (254) 742-9712**

September 29, 1999
Rural Development Texas AN No. 518 (2006)

SUBJECT: FY 2000 State Internal Review Process

TO: All Offices
Rural Development, Texas

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to set up the FY 2000 State Internal Review (SIR) process and to revise the five year plan.

COMPARISON WITH PREVIOUS AN:

This AN replaces Texas AN No. (2006) which expires September 30, 1999.

IMPLEMENTATION RESPONSIBILITIES:

The Management Control Officer (MCO) is Texas is Esther Gonzalez. The MCO is the team coordinator for all SIRs. In compliance with RD Instruction 2006-M, the SIR process has been established for FY 2000. SIRs have been scheduled on a 5-year SIR plan as shown in Attachment A. The 5-year SIR plan is subject to revisions based on personnel changes and staff and budget resources.

Attachment B is the schedule for the FY 2000 SIRs. The State Director will designate team members 60 days prior to the review.

EXPIRATION DATE: 9/30/00

FILING INSTRUCTION:
Following RD Instruction 2006-M

**USDA is an Equal Opportunity Provider and Employer.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, DC 20250**

It is required that all employees from the selected office be available during the review. Emergency/sick leave only will be granted during the review period for team members and office supervisors/key staff. For those on alternative work schedules, it may be necessary to adjust work schedules.

After the review is completed, an exit conference will be held with the SIR team members, office staff, Rural Development Manager (RDM) and the State Director or his or her representative. If the State Director is unavailable to attend the exit conference, he or she will designate the Director, Administrative Programs to participate via teleconference.

It is expected that each team member will approach his/her task with an attitude of providing expertise to the reviewed office staff to identify problems and practices that could improve operations and discuss alternatives and solutions consistent with regulations. The SIR is intended to serve, as an internal management tool to help those involved be aware of areas and ways to improve and to share positive knowledge and experiences that might help our co-workers.

Follow-up activities and responsibilities as required in RD Instruction 2006-M will be followed. All employees should review the RD Instruction; 2006-M to familiarize themselves with the SIR process. If you have any questions regarding the SIR process or management controls please call Esther Gonzalez at 254-742-9707.

/s/ Steven A. Carriker

STEVEN A. CARRIKER
State Director

Attachments

<u>MANAGEMENT CONTROL</u>							
<i>SIR 5-YEAR PLAN</i>							
Area	Office	Last Review	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
1	Lubbock	1999					X
	Amarillo	1997			X		
	El Paso		X				
2	Abilene	1997			X		
	Brownwood	1998				X	
	Ft. Stockton		X				
3	Cleburne	1996		X			
	Decatur	1998				X	
	McKinney	1999					X
4	Mt. Pleasant		X				
	Canton	1999					X
	Henderson	1997			X		
5	Georgetown		X				
	Hillsboro	1999					X
	Groesbeck	1998				X	
6	Huntsville	1997			X		
	Jasper			X			
	Lufkin	1999					X
7	Seguin		X				
	Frederick sburg			X			
	Bastrop	1996		X			

<u>MANAGEMENT CONTROL</u>							
<i>SIR 5-YEAR PLAN</i>							
Area	Office	Last Review	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
8	Alice	1999					X
	Heb'ville	1998				x	
9	Uvalde Rio Grande City	1998				X	
		1998				X	
	Edinburg	1997			X		
	San Benito	1996		X			
10	Edna	1997			X		
	Angleton	1997		*X			
	Bryan		X				
TOTAL			6	6	6	6	6

*The Hebbronville and Angleton offices were reviewed as sub-offices. They are now local offices.

Schedule for State Internal Reviews Fiscal Year 2000

Dates Week of	Office to be Reviewed	Team Members will be announced prior to the review	
Nov. 29-Dec.3, 1999	Georgetown		SFH
			TSS
			Civil Rights.
			CF/MFH
			RUS
			ADM
			RBS
January 24-28, 2000	Bryan		SFH
			TSS
			Civil Rights
			CF/MFH
			RUS
			ADM
			RBS
March 13-17, 2000	El Paso		SFH
			TSS
			Civil Rights
			ADM
			RBS
April 24-28, 2000	Seguin		SFH
			TSS
			Civil Rights
			CF/MFH
			RUS
			ADM
			RBS
June 12-16, 2000	Mt. Pleasant		SFH
			TSS
			Civil Rights
			CF/MFH
			RUS
			ADM
			RBS
September 11-15,2000	Ft. Stockton		SFH
			TSS
			Civil Rights
			CF/MFH
			RUS
			ADM
			RBS